

FREQUENT FOR PROPOSALS (RFP) TO DESIGN, PROCURE AND INSTALL  
PLAYGROUND EQUIPMENT AND FALL ZONE MATERIAL  
AT COTTAGE CITY TOT LOT PARK

The Town of Cottage City is requesting proposals to design, provide and install playground equipment and Fall zone material in connection with a grant from the Maryland Department of Natural Resources (DNR). The Town of Cottage City will select one (1) Supplier to provide equipment and materials for the park as outlined in this request.

SCOPE OF PROJECT

This project consists of the design, procurement and installation of a playground system including fall zone material at Cottage City Tot Lot located at 3720 40<sup>TH</sup> Place, Cottage City, Maryland 20722. Work is to include the design of a play system within the constructed play area boundaries, as well as the installation of commercial grade playground equipment, equipment footings, drainage materials, landing mats, and fall zone material. This project will be the final turnkey step in completing the overall Cottage City Tot Lot Renovation project. Grading and drainage may need to be installed in the play area in preparation for playground installation. The funding source for this project is a Community Parks and Playgrounds (CP&P) Program grant from DNR. All equipment will be assembled and installed by the Supplier. Playground Suppliers shall provide a maximum of (2) two designs for each Supplier represented for the park playground.

The Town of Cottage City requires Suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the costs of delivered play systems as designed, inclusive of the equipment structures, components, hardware, detailed technical installation instructions and maintenance & operations manuals from manufacturer.

Questions concerning the bid should be directed to:

Greg Pinkney  
3820 40<sup>th</sup> Avenue  
Cottage City, MD 20722  
301-779-2161  
[gpinkneydpw@cottagecitymd.gov](mailto:gpinkneydpw@cottagecitymd.gov)

The Town of Cottage City shall be exempt for any liability for costs incurred by unsuccessful Suppliers in preparation of the proposals.

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

Suppliers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost, and appropriateness to location and target demographic must be taken into consideration in the design of the play system.

The total dollar amount allocated to the project is \$50,000.00. Any proposals varying more than \$3,000.00 from the budgeted amount in either direction will be rejected.

#### Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include engineered wood fiber fall zone material to required minimum depth overplay area with subsurface drainage system, drainage fabric and all concrete footings installed per all federal standards.
3. Play system must include landing pads for all equipment as appropriate.

#### Play System Features in Priority Order:

1. Provide a minimum of one structure designed for ages 2 to 5.
2. Provide one swing set which shall have minimum 2 swings for toddlers.
3. Other desired elements include: stand-alone spinner element, transfer tubes, stand-alone climbers, overhead slide track, spring toys, and digging toys.

#### Preferred Play System Qualities:

1. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
2. "Green" construction practices and materials are highly desired. Provide LEED or other green certification with the proposal.
3. Structures and elements should be unique to the area.
4. Structures should provide a variety of built-in activity panels and climbers.

In the proposal, provide a list of the components proposed for the Cottage City Tot Lot play system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and developmental levels, target play type or activity, estimated lifetime of equipment including manufacturer's warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans (Attachment A). Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground.

#### ASSEMBLY/INSTALLATION AND INSPECTION

The play system assembly and installation will be provided and managed by the Supplier. The Supplier must supply direct supervision from manufacturer or supply qualified and certified representative familiar with playground installation. All tools and equipment required to install play equipment shall be provided by the Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work. Working days will begin as outlined in the Notice to Proceed.

It is the requirement of this RFP that Suppliers shall provide and pay for equipment installation. A representative of the Supplier is required to conduct a post installation inspection of equipment upon completion to insure the proper installation of the equipment. If not properly installed, modifications must be submitted in writing to the Town and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by the Town following installation. The Town will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the Town the manufacturer's certification of compliance and warranty following punch list completion.

**Warranty:** Upon completion of installation, the Supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the Town the manufacturer's warranty of installed equipment.

#### COMPLIANCE

All equipment must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines. Documentation of compliance must be provided to the Town with the Supplier's proposal.

All equipment must comply with Americans with Disabilities Act (ADA). The designs submitted by the Supplier must incorporate either a transfer platform or ramp in each design when necessary.

The Supplier will ensure that hiring is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing the contract.

The Supplier must provide an original Certificate of Product Liability Insurance with Town named as certificate holder for a minimum of \$1,000,000 coverage. The contractor shall utilize the Maryland Davis-Bacon Wage Rates for Heavy Construction effective January 1, 2021 (Prevailing Wage Rates further described in construction contract). Highway Construction wage rates will not apply to this project.

#### PROPOSAL SUBMITTAL AND CONTENT

Sealed proposals must be submitted to Town Manager's Office by 5:00 pm EST, September 17, 2021 and must be addressed as follows:

Cottage City Tot Lot Playground  
Attn: Consuella Barbour, Town Manager  
3820 40<sup>th</sup> Avenue  
Cottage City, MD 20722

Proposals must include complete drawings for each design, specifications and pictures for each component in designs and colors available. Proposals must include a bid price for each design presented. Bids must list the cost of the equipment, fall zone material and labor separately. The Town reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable.

All delivery, assembly, installation and supervision costs must be included in the proposal. Payment for equipment and materials will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the play system.

All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

Each proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to the Town of Cottage City, Maryland, in an amount not less than ten percent (10%) of the total bid amount. The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier. Successful Suppliers are required to comply with Town of Cottage City Business Licensing requirements.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

The Supplier must submit Two (2) hard copies and one (1) electronic copy, on a USB, of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

This RFP does not commit the Town of Cottage City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to a Vendor for responding to this RFP. The Town is not bound to select any of the Vendors submitting proposals, and may, at its discretion, waive any irregularities in Proposals and their submittal. The Town reserves the right to reject any or all proposals, and to reissue the RFP in part or in its entirety.

The Town reserves the right to cancel or modify, for any or no reason, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date, and submittal requirements, without prior notice. Notification of revisions to the RFP will be made by addendum posted on the bid webpage.

The Town reserves the right to verify the information received in the Proposal. If a Vendor knowingly and willfully submits false information or data, the Town reserves the right to reject that Proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, the Town reserves the right to terminate the contract. The Town reserves the right to request additional information at any time from any and all Vendors which the Town deems necessary to evaluate Proposals.

All documentation and materials submitted in response to this RFP, will remain the property of the Town and will become a public record subject to the requirements of the Maryland Public Records Act. The Town of Cottage City is an EEO/AA, M/F, and V/H Employer. Qualified women, veterans, minority and handicapped individuals are strongly encouraged to submit proposals.

Interested Suppliers are encouraged to sign up for automatic notifications and updates on this and other Town projects by emailing [townmanager@cottagecitymd.gov](mailto:townmanager@cottagecitymd.gov).

#### TENTATIVE SCHEDULE

- Request for Proposals released: August 23, 2021

• Pre bid meeting:	September 3, 2021 11:00 a.m.
• Proposals Due	September 17, 2021, 5:00 p.m.
• Contract award	TBD
• Construction/Installation*	TBD

*\*Vendor agrees to hold equipment and upon notification from General Contractor or Town Representative, coordinate delivery and installation of play equipment at specified location undergoing site improvements. The date(s) for the installation of the playground equipment will be determined by the General Contractor or Town Representative. General Contractor and equipment Vendor are to coordinate activities to ensure that no park location is closed for more than four (4) weeks. Once installation at a project location is ordered by the General Contractor or Town Representative, Vendor shall have two (2) weeks to deliver and complete installation of all equipment at that location.*

## EVALUATION AND SELECTION PROCESS

Proposals will be evaluated by a selection committee based on the following criteria:

Criteria	Points
1. ADA, ASTM, IPEMA & CPSC compliance	Yes/No
2. Proposal addresses design guidelines and specifications	0-25
3. Quality of design, play value and target demographic	0-20
4. Quality and durability of equipment	0-20
5. Uniqueness of equipment and "Green" materials/construction	0-15
6. Reputation and reliability of manufacturer	0-10
7. Overall quality of Proposal	0-10
Maximum Points:	100

Following the review and evaluation of all RFP submittals, a selection will be held at 7pm on October 13, 2021, virtually in the Town Hall Meeting.

This meeting will be open to the public. The selection committee will present their ranking, selection and justification at the selection meeting. The selection meeting will result in the selection of one proposed design or an appropriate short list of proposals. An interview may also be requested to aid in the selection of a Supplier.

The award will be made to the qualified Supplier whose proposal is deemed most advantageous to the Town; all factors considered. Unsuccessful Suppliers will be notified in writing as soon as possible. Respondents may review the full construction plan set for Cottage City Tot Lot by visiting the office during regular office hours. This RFP and Playground site plans will be made available to Suppliers via the Town website, [www.cottagecitymd.gov/bids](http://www.cottagecitymd.gov/bids) starting Monday, August 23, 2021.



Any objections to published specifications must be filed in written form with the Town Manager prior to the RFP due date of 5:00 p.m. September 17, 2021.

Consuella Barbour, Town Manager





